

MINUTES OF THE
PERSONNEL COMMITTEE
MONDAY, MAY 12, 2008

At a meeting of the **Personnel Committee**, held Monday, May 12, 2008, in the Board Room, on the 9th Floor of the Administration Building, Mt. Clemens, the following members were present:

Duzyj-Vice-Chair, Brdak, Brown, Bruley, Crouchman, DeSaele, DiMaria, Doherty, Drolet, D. Flynn, J. Flynn, Gielegghem, Lund, Mijac, Rengert, Roberts, Rocca, Sauger, Slinde, Switalski, Szczepanski, Tocco, Torrice and Vosburg.

Absent and excused were Chair Camphous-Peterson and Haggerty.

There being a quorum of the committee present, Vice-Chair Duzyj called the meeting to order at 9:02 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

Commissioner Lund requested the addition of a resolution for St. Lawrence for winning the Science Olympiad. Commissioner DeSaele asked that her name be included.

MOTION

A motion was made by DeSaele, supported by Rengert, to adopt the agenda, as amended.
The Motion Carried.

MINUTES

MOTION

A motion was made by Rengert, supported by J. Flynn, to approve the January 24 and February 14, 2008 minutes of this committee, as written. **The Motion Carried.**

RECOGNIZE RECENT RETIREES

The following individual was present:

Charles Ruh	12 years .4 months
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The following individuals were unable to be present:

Martha Backus (deceased)	9 years 3.5 months
Dianne Russo	19 years 2.8 months

VACANCY RECONFIRMATIONS

(no action was taken by the Ad Hoc Committee on 5-1-08 due to no quorum being present)

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY RENGERT, SUPPORTED BY J. FLYNN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE RECONFIRMATION OF VACANCIES.

MOTION

A motion was made by Bruley, supported by Torrice, to postpone action until the Ad Hoc Committee can meet.

Commissioner Bruley felt that a system was set up to evaluate positions before they come to this committee.

Commissioner Rengert stated that the Ad Hoc Committee did not meet because a quorum was not present and he felt the positions should be reviewed today.

Vice-Chair Duzyj called for a vote on the motion to postpone and **The Motion was Defeated.**

Commissioner Gielegghem asked that the positions be addressed separately.

One Administrative Assistant III – Community Mental Health Dept.

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY RENGERT, SUPPORTED BY J. FLYNN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE RECONFIRMATION OF ONE ADMINISTRATIVE ASSISTANT III IN THE COMMUNITY MENTAL HEALTH DEPARTMENT.

Commissioner Rengert asked about the funding of the position. Mr. Slaine, Deputy Director, stated that the primary funding for all three of their positions on the agenda are federal Medicaid dollars.

Commissioner Bruley asked about the need for this position. Mr. Slaine stated that this position is their insurance expert and is essential to the organization. He said that many of their services are contracted out and they get requests from those provider agencies to determine eligibility for consumers that are coming through the program. He said this position is relevant to bringing in the dollars.

Commissioner Vosburg asked who has been doing the duties. Mr. Slain stated that their Finance Director has been trying to stay on top of it, but it is a time-consuming job and

Medicaid and Medicare are constantly changing. He noted that they held this position for a year as part of their budget reduction, but feel it is important to bring back.

Vice-Chair Duzyj called for a vote on the motion and **THE MOTION CARRIED WITH BRULEY, DROLET, SWITALSKI AND SZCZEPANSKI VOTING “NO.”**

One Case Manager II – Community Mental Health Dept.

Commissioner Doherty confirmed that this position is 90 percent funded and has a direct consumer caseload responsibility and Mr. Slaine replied yes. Commissioner Doherty asked if the absence of this position, as well as the next one on the agenda, will have a significant impact on the Community Mental Health system and Mr. Slaine replied yes.

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY VOSBURG, SUPPORTED BY DOHERTY, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE RECONFIRMATION OF ONE CASE MANAGER II IN THE COMMUNITY MENTAL HEALTH DEPARTMENT. **THE MOTION CARRIED WITH DROLET VOTING “NO.”**

One Registered Nurse – Community Mental Health Dept.

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY DOHERTY, SUPPORTED BY J. FLYNN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE RECONFIRMATION OF ONE REGISTERED NURSE IN THE COMMUNITY MENTAL HEALTH DEPARTMENT.

Commissioner Gielegem referred to the duties and asked what the impact would be to the department if this was not approved. Mr. Slaine stated that it would double the responsibilities of another nurse and they feel it is a health and safety issue since they are dealing with medications.

Vice-Chair Duzyj called for a vote on the motion and **THE MOTION CARRIED WITH DROLET VOTING “NO.”**

One Account Clerk I/II – Health Department

COMMITTEE RECOMMENDATION – MOTION

Commissioner Rengert offered a motion to approve one Account Clerk I/II for the Health Department, but there was no support.

MOTION

A motion was made by DeSaele, supported by Vosburg, to suspend the rules to allow discussion on the Account Clerk I/II position. **The Motion was Defeated.**

One Coordinator of Security – Juvenile Justice Center

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY DOHERTY, SUPPORTED BY DiMARIA, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE RECONFIRMATION OF ONE COORDINATOR OF SECURITY IN THE JUVENILE JUSTICE CENTER. **THE MOTION CARRIED WITH DROLET VOTING “NO.”**

One Paralegal – Senior Citizen Services Department

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY SLINDE, SUPPORTED BY DIMARIA, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE RECONFIRMATION OF ONE PARALEGAL IN THE SENIOR CITIZEN SERVICES DEPARTMENT.

Commissioner DeSaele asked if anyone was present from the department. It was indicated that nobody was present at this time.

MOTION

A motion was made by DeSaele, supported by Drolet, to postpone action on this item.

Commissioner Slinde noted that the Director is at a seminar, but the Assistant Director is on her way. She asked that this be held until later in the meeting.

Commissioners DeSaele and Drolet withdrew their motion to postpone.

MOTION

A motion was made by Doherty, supported by Brown, to postpone this for one month.

Commissioner Doherty said she would like to see the budgetary savings that would occur if the classification was changed to Legal Secretary.

Commissioner DiMaria requested a friendly amendment to postpone until the end of the meeting.

Commissioner Brown withdrew his support to the postponement motion.

Vice-Chair Duzyj said he would continue with the other positions and address this one at the end of the meeting.

One Computer Maintenance Clerk – Sheriff’s Office

Commissioner Doherty offered a motion to approve one Computer Maintenance Clerk in the Sheriff’s Office, but there was no support.

One Typist Clerk I/II – Veterans’ Services Department

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY BROWN, SUPPORTED BY TORRICE, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE RECONFIRMATION OF ONE TYPIST CLERK I/II IN THE VETERANS SERVICES DEPARTMENT.

Commissioner Gielegem referred to the Counselor position that is next on the agenda and wondered if the responsibilities of both positions could be combined. Mr. Harris spoke in support of both positions.

Vice-Chair Duzyj called for a vote on the motion and **THE MOTION CARRIED WITH DROLET VOTING “NO.”**

One Counselor II – Veterans’ Services Department

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY VOSBURG, SUPPORTED BY DOHERTY, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE RECONFIRMATION OF ONE COUNSELOR II IN THE VETERANS SERVICES DEPARTMENT. **THE MOTION CARRIED WITH DROLET VOTING “NO.”**

One Paralegal – Senior Citizen Services Department

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY SLINDE, SUPPORTED BY DIMARIA, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE RECONFIRMATION OF ONE PARALEGAL IN THE SENIOR CITIZEN SERVICES DEPARTMENT.

Ms. Bisdorf, Assistant Director, was in attendance to answer questions.

Commissioner Doherty referred to the duties and asked if this position could be changed to a Legal Secretary. Ms. Bisdorf explained that there is a level of screening that involves the Paralegal’s knowledge of the law as it relates to the client and a Legal Secretary does not have that in-depth training. She said the Paralegal also makes homebound visits, answers basic questions as the client reviews forms and does presentations in the community.

Commissioners Slinde and DiMaria spoke in support of the position because of the need for these services by seniors in their communities.

Commissioner Gielegghem felt more time is needed to review whether a Legal Secretary could maintain the level of service needed in the department and create savings.

MOTION

A motion was made by Szczepanski, supported by Gielegghem, to postpone action on this position for one month.

A roll call vote was taken as follows:

Voting Yes were Brdak, Brown, Bruley, Crouchman, Drolet, D. Flynn, Gielegghem, Mijac, Roberts, Switalski, Szczepanski, Tocco, Torrice and Vosburg. There were 14 "Yes" votes.

Voting No were DeSaele, DiMaria, Doherty, Rengert, Rocca, Sauger, Slinde and Duzyj. There were 8 "No" votes.

The Motion Carried.

Commissioner Vosburg offered a motion to suspend the rules for the purpose of hearing from the Health Department regarding the Account Clerk I/II position. Vice-Chair Duzyj asked her to address that under New Business.

APPROVAL OF VOLUNTARY DATA SHARING AGREEMENT CONTRACT WITH CENTERS FOR MEDICARE SERVICES

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY SZCZEPANSKI, SUPPORTED BY TORRICE, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE A VOLUNTARY DATA SHARING AGREEMENT CONTRACT WITH CENTERS FOR MEDICARE SERVICES (CMS). **THE MOTION CARRIED.**

MODIFICATION TO 20 WEEK HIRING DELAY POLICY FOR ATTORNEY POSITIONS IN PROSECUTING ATTORNEY'S OFFICE

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY CROUCHMAN, SUPPORTED BY ROBERTS, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE MODIFICATION TO THE 20 WEEK HIRING DELAY POLICY FOR ATTORNEY POSITIONS IN THE PROSECUTING ATTORNEY'S OFFICE.

Lengthy discussion ensued with the Prosecutor regarding the problems he is experiencing with the current timetable for getting Assistant Prosecuting Attorney positions filled and the department's increased caseload.

Commissioner Szczepanski spoke about balancing the budget and departments having to come up with the money for the positions they want.

Commissioner Doherty said she was not comfortable voting on this today because she does not know how much has been saved since implementing the 20 week hiring delay.

Mr. Diegel said he can bring those numbers back next month, but noted that the Prosecutor's Office is unique because they have a five-step classification process.

MOTION

A motion was made by Vosburg, supported by Szczepanski, to postpone this request and the next request for one month to get numbers on anticipated savings and offer other scenarios on what those would be as best they can.

After further discussion, Vice-Chair Duzyj called for a vote on the motion to postpone and **The Motion was Defeated.**

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE AS FOLLOWS:

VOTING YES WERE BRDAK, CROUCHMAN, DeSAELE, DiMARIA, DOHERTY, DROLET, D. FLYNN, GIELEGHEM, LUND, MIJAC, RENGERT, ROBERTS, ROCCA, SAUGER, SLINDE, SWITALSKI, TOCCO, TORRICE, VOSBURG AND DUZYJ. THERE WERE 20 "YES" VOTES.

VOTING "NO" WERE WERE BRULEY AND SZCZEPANSKI. THERE WERE 2 "NO" VOTES.

THE MOTION CARRIED.

MODIFICATION TO 20 WEEK HIRING DELAY POLICY TO APPLY TO VACANCIES THAT COME BEFORE THE PERSONNEL COMMITTEE FOR RECONFIRMATION

No action was taken.

WAIVER OF 20 WEEK HIRING DELAY FOR TWO VACANT HOUSEKEEPER I/II POSITIONS IN FACILITIES & OPERATIONS DEPARTMENT DUE TO IMPLEMENTATION OF LAUNDRY PROPOSAL

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY DOHERTY, SUPPORTED BY DROLET, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE WAIVER OF THE 20 WEEK HIRING DELAY FOR TWO VACANT HOUSEKEEPER I/II POSITIONS IN THE FACILITIES & OPERATIONS DEPARTMENT DUE TO THE IMPLEMENTATION OF THE BOARD OF COMMISSIONERS APPROVED LAUNDRY PROPOSAL. **THE MOTION CARRIED.**

RECLASSIFICATION OF ONE VACANT SYSTEM SPECIALIST POSITION TO PC NETWORK SPECIALIST IN INFORMATION TECHNOLOGY DEPARTMENT

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY MIJAC, SUPPORTED BY GIELEGHEM, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE RECLASSIFICATION OF ONE VACANT SYSTEM SPECIALIST POSITION TO PC NETWORK SPECIALIST IN THE INFORMATION TECHNOLOGY DEPARTMENT. **THE MOTION CARRIED.**

A recess was taken from 10:49 – 10:55 a.m.

EXECUTIVE SESSION TO DISCUSS LABOR NEGOTIATIONS AND CORRESPONDENCE FROM CORPORATION COUNSEL

MOTION

A motion was made by Vosburg, supported by Torrice, to enter into Executive Session for the purpose of discussing labor negotiations and correspondence from Corporation Counsel. **The Motion Carried.**

In accordance with the motion, committee entered Executive Session at 10:55 a.m., with it concluding at 11:20 a.m.

NEW BUSINESS

MOTION

A motion was made by Doherty, supported by DeSaele, to suspend the rules for the purpose of discussing the positions of Account Clerk I/II for the Health Department and Computer Maintenance Clerk for the Sheriff's Office (from agenda item #7).

A roll call vote was taken as follows:

Voting Yes were Brdak, Crouchman, DeSaele, DiMaria, Doherty, D. Flynn, Lund, Mijac, Rengert, Roberts, Rocca, Sauger, Slinde, Torrice, Vosburg and Duzyj. There were 16 "Yes" votes.

The Motion Carried.

Account Clerk I/II – Health Department

Mr. Gold stated that this position is at their Dental Clinic, which is located at the Southwest Health Center in Warren, and they provide services almost exclusively to low-income children whose parents have no dental insurance and no other resources. He said it is the only non-clinical position in that department and is critical in maintaining the flow of clients and handling Medicaid billing. He said if this position is unfilled, about \$40,000 worth of

budgeted Medicaid revenue could be affected.

Commissioner Doherty asked if there is a grant for this program, what is the rate of return on Medicaid and how much does Medicaid cover. Mr. Gold said there is no grant and the Medicaid billings are equal to the cost of the position; the position is basically supported by the Medicaid revenues.

Commissioner Doherty asked who has been handling the job duties for the past 11 weeks and Mr. Gold replied that the clerical functions have been picked up by the Dental Assistants who are then diverted from their clinical responsibilities.

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY DOHERTY, SUPPORTED BY DeSAELE, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE RECONFIRMATION OF ONE ACCOUNT CLERK I/II IN THE HEALTH DEPARTMENT. **THE MOTION CARRIED WITH DROLET VOTING “NO.”**

Computer Maintenance Clerk – Sheriff’s Office

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY VOSBURG, SUPPORTED BY DOHERTY, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE RECONFIRMATION OF ONE COMPUTER MAINTENANCE CLERK IN THE SHERIFF’S DEPARTMENT.

Captain Roberts explained that this is a very complex position and is in the Prisoner Information Office. He said the employee works with the public, addresses the bonding agencies, handles cash for bonds and works with the court systems regarding the release of prisoners. He said it is not a position that he can just fill in with anyone and the only option they have is a Corrections Officer, but that would be more expensive and include overtime.

After brief discussion, Vice-Chair Duzyj called for a vote on the motion and **THE MOTION CARRIED WITH DROLET VOTING “NO.”**

ADOPT RESOLUTION COMMENDING ST. LAWRENCE (OFFERED BY LUND; INCLUDE DeSAELE)

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY LUND, SUPPORTED BY RENGERT, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS ADOPT A RESOLUTION COMMENDING ST. LAWRENCE FOR WINNING THE SCIENCE OLYMPIAD. **THE MOTION CARRIED.**

ADJOURNMENT

MOTION

A motion was made by Rengert, supported by Vosburg, to adjourn the meeting at 11:25 a.m. **The Motion Carried.**

Corinne Bedard
Committee Reporter